

Retention and Classification Report

Agency: Ogden (Utah). City Engineer (728)

2540 Washington Blvd.
Ogden, UT 84401

Records Officer

| | |
|-------|--------------------------------|
| 85158 | Drawings and diagrams |
| 13560 | House number assignments books |
| 85144 | Informational maps and plats |
| 85084 | Sewer plats |
| 85215 | Special assessment plats |

AGENCY: Ogden (Utah). City Engineer

SERIES: 85158

4

TITLE: Drawings and diagrams

DATES: i 1968-

ARRANGEMENT: Numerical by drawing number.

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction; sidewalks; storm drains; waterlines; reservoirs; public facilities; and other city building projects. Each project provides date, legend, north arrow, city title, scale, and actual drawings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then retain originals permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Ogden (Utah). City Engineer

SERIES: 13560

3

TITLE: House number assignments books

DATES: 1952-

ARRANGEMENT: numerical by book number

DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 21.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Ogden (Utah). City Engineer

SERIES: 13560

TITLE: House number assignments books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Engineer

SERIES: 85144

3

TITLE: Informational maps and plats

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-ways, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The plat map book provides a historical snapshot of land ownership in Weber County.

AGENCY: Ogden (Utah). City Engineer

SERIES: 85144

TITLE: Informational maps and plats

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). City Engineer

SERIES: 85084

4

TITLE: Sewer plats

DATES: undated

ARRANGEMENT: Numerical by plat number.

DESCRIPTION:

The sewer system in Ogden is mapped out to show each plat and its connecting pipelines. Each plat is numbered and corresponds with a street address. Several plats make up a sewer district by which the city manages the sewer system.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Ogden (Utah). City Engineer

SERIES: 85215

4

TITLE: Special assessment plats

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 18.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center for 5 years after district is completed and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public